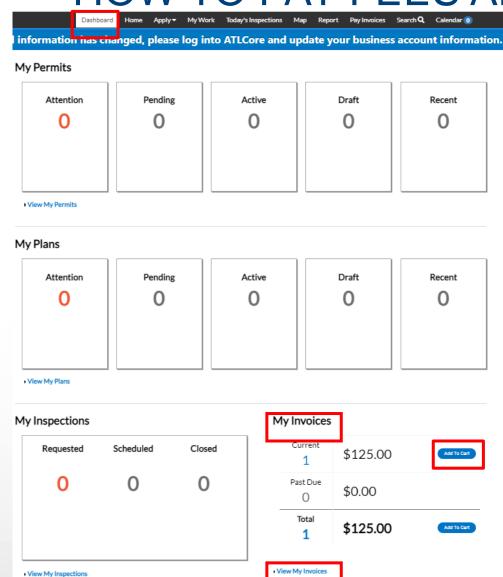
## HOW TO PAY FEES AND SEARCH INVOICES

For Technical and Non-Technical Issues

Contact ATL311.com or 404-546-0311 to create a case.



### HOW TO PAY FEES AND SEARCH INVOICES



From your **Dashboard**, navigate to **MY Invoices**.

Click **Add to Cart** or **View My Invoices** to go to invoices to choose the invoice of your choice.



## HOW TO PAY FEES AND SEARCH INVOICES(cont'd)

**Shopping Cart** 

 Invoice:
 INV-00003993
 Description:
 GBL-0221-01309

 Due Date:
 03/13/2021
 Amount Due

 GBL-0221-01309
 300 300, Stop St Atlanta 30303-\_\_\_\_
 \$125.00

\$125.00

Remove

Top | Main Menu

Total \$125.00

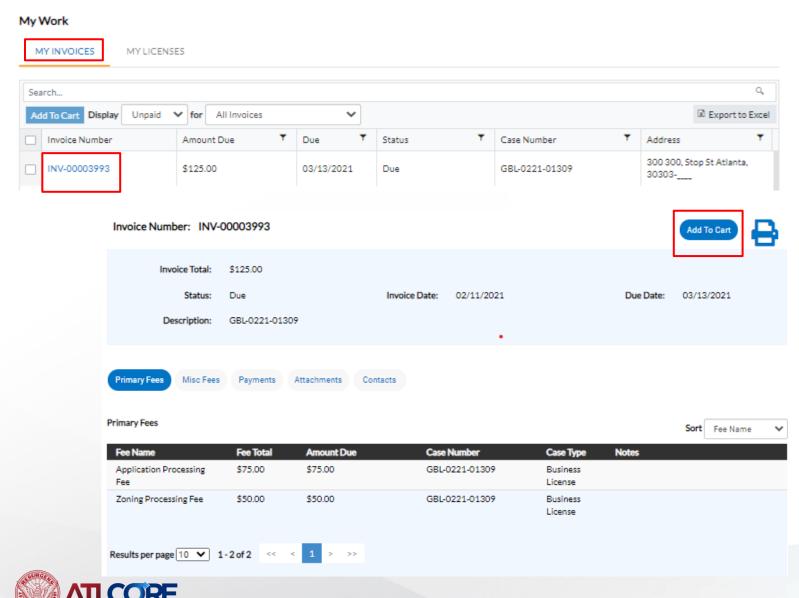
#### Add to Cart:

- a. From the **Shopping Cart**, click **Check Out**.
- b. Navigate to payment portal to complete the transaction.

Total \$125.00 Check Out



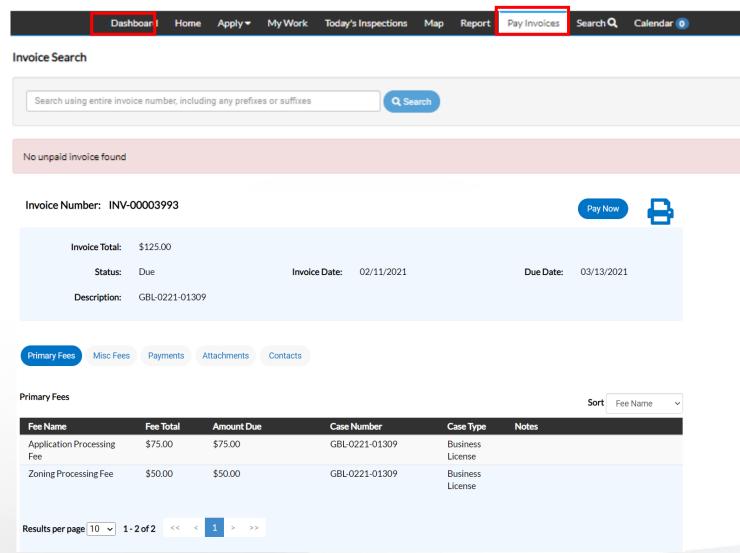
# HOW TO PAY FEES AND SEARCH INVOICES(cont'd)



# From My Work: View My Invoices:

- a. Click the invoice for your business.
- b. Review fees.
- c. Click Add to Cart.
- d. Navigate to payment portal to complete the transaction.

## HOW TO PAY FEES AND SEARCH INVOICES(cont'd)



From your **Dashboard**, navigate to **Pay Invoices**.

- a. Enter the UnpaidInvoice number.Ex. INV-00003993.
- b. Click Search.
- c. The **Invoice Number** screen will appear with the desired invoice.

